3 FAM 2750
EXECUTIVE DEVELOPMENT PROGRAM

(CT:PER-643;   06-23-2011)
(Office of Origin: HR/CSHRM)

3 FAM 2751 GENERAL INFORMATION

3 FAM 2751.1 Legal Authority

(TL:PER-355;   11-25-1997)
(State Only)
(Applies to Civil Service Employees Only)

The legal authority for the Executive Development Program is found in 5 U.S.C. 3396.

3 FAM 2751.2 Policy

(TL:PER-355;   11-25-1997)
(State Only)
(Applies to Civil Service Employees Only)

To ensure that the Department's executives and potential executives develop the competencies necessary to accomplish current and future organizational requirements.

3 FAM 2751.3 Objectives

(TL:PER-355;   11-25-1997)
(State Only)
(Applies to Civil Service Employees Only)

a. Meet the needs of the Department for improved managerial competence, and increased productivity.

b. Ensure a continuing supply of executive talent for key positions by identifying and developing employees with high management and executive potential.

c. Ensure that incumbent Civil Service executives attain and maintain the highest possible level of competence in present and future assignments.

3 FAM 2752 RESPONSIBILITIES

3 FAM 2752.1 Executive Resources Board (ERB)

(TL:PER-355;   11-25-1997)
(State Only)
(Applies to Civil Service Employees Only)

Provide program leadership as delegated by the Secretary of State.

3 FAM 2752.2 Qualifications Review Panel (QRP)

(CT:PER-507;   11-12-2004)
(State Only)
(Applies to Civil Service Employees Only)

The Executive Secretary of the Executive Resources Board (ERB) will invite career Senior Executives to serve on a Qualification Review Panel (QRP) to evaluate and rank applications for the SES Candidate Program, and recommend the highly qualified candidates to the ERB for final selection.

3 FAM 2753 SES CANDIDATE PROGRAM

3 FAM 2753.1 Program Size

(CT:PER-507;   11-12-2004)
(State Only)
(Applies to Civil Service Employees Only)

The size of the SES Candidate Program at the Department will depend on budget considerations, organizational, mission and strategic priorities, management, and personnel flow.

3 FAM 2753.2 Announcement

(CT:PER-643;   06-23-2011)
(State Only)
(Applies to Civil Service Employees Only)

The program is announced by *HR/CSHRM/ERPM* periodically as directed by the ERB.

3 FAM 2753.3 Qualifications and Eligibility

(CT:PER-507;   11-12-2004)
(State Only)

(Applies to Civil Service Employees Only)

Federal employees in grades GS-14 and 15 or equivalent and those who previously served in positions at those grades may apply for participation in the program. Candidates must demonstrate that they meet the qualification requirements listed in the program announcement. All eligible candidates will be considered without regard to race, sex, religion, color, national origin, age, marital status, disability, sexual orientation, political affiliation or whether they have exercised an appeal, complaint or grievance right.

3 FAM 2753.4 Evaluation and Selection

(CT:PER-507;   11-12-2004)
(State Only)
(Applies to Civil Service Employees Only)

a. Applicants who meet the qualification and eligibility criteria will be evaluated and ranked by members of the QRP.

b. The ERB will ensure consistency with merit staffing principles, including affirmative action and equal employment opportunity guidelines, during the selection process.

c. The ERB Chairperson will sign the selection certificate.

3 FAM 2753.5 Removal of Candidates from the Program

(CT:PER-507;   11-12-2004)
(State Only)
(Applies to Civil Service Employees Only)

a. Participants not making satisfactory progress in developmental activities and assignments may be dropped from the program by action of the ERB.

b. Participants may withdraw from the program at any time by indicating in writing their wish to be removed.

3 FAM 2754 DEVELOPMENT OF CANDIDATES

(CT:PER-507;   11-12-2004)
(State Only)
(Applies to Civil Service Employees Only)

a. Each candidate will construct an Individual Development Plan (IDP) which will include developmental experiences that will:

(1)   Help meet the Department's needs for managerial improvement and increased productivity;

(2)   Help candidates keep up-to-date in professional, technical, managerial, social, economic, and political areas; and

(3)   Meet the individual needs of candidates for growth and development intellectually and personally.

3 FAM 2755 EVALUATION

(CT:PER-507;   11-12-2004)
(State Only)
(Applies to Civil Service Employees Only)

The ERB will determine if the Program's objectives are being met. (3 FAM 2751.3)

3 FAM 2756 THROUGH 2759 UNASSIGNED